



PRACTICAL BUSINESS ENGLISH

# Words in English

Lesson code: C826-L7N9-6TNG PRE-INTERMEDIATE

# 1 Letters of the alphabet

Listen to your teacher and circle the letter that you hear.

- 1. E/I
- 2. G/J
- 3. V/W
- 4. C/K
- 5. K/Q
- 6. B/P
- 7. M/N
- 8. B/V
- 9. A/E

Now work in pairs. Spell your name for your partner.

### 2 How do you say ...?

#### In pairs read the dialogue below.

French speaker: How do you say 'bonjour' in English?

English speaker: You say 'hello'.

French speaker: How do you spell it?

English speaker: H-E-L-L-O

French speaker: Thanks. What's the English for 'bonne nuit'?

English speaker: 'Goodnight'.

French speaker: How do you spell it?
English speaker: G-0-0-D-N-I-G-H-T



### 3 Dialogue

Now complete the dialogue below.

Japanese speaker: \_\_\_\_\_\_\_1 'sayonara' in English?

**English speaker:** You say 'goodbye'.

Japanese speaker: \_\_\_\_\_\_2?

English speaker: G-0-0-D-B-Y-E

Japanese speaker: Thanks. \_\_\_\_\_\_3 'konnichiwa'?

English speaker: 'Hello'.

Japanese speaker: How do you spell it?

English speaker: H-E-L-L-0

On a piece of paper, write down two simple words in your own language together with their English translations. Give your partner the piece of paper and have a conversation like the dialogue above.

# 4 What do you call this in English?

#### Study the following dialogue:

- **A:** What do you call this in English?
- **B:** You call it a 'laptop'.
- A: How do you spell 'laptop'?
- **B**: L-A-P-T-O-P

In pairs, have a similar dialogue about things you can find in the office. Student A, ask Student B about the objects below. Student B, ask Student A about the pictures on page 3.



1. \_\_\_\_\_



2. \_\_\_\_\_



3. \_\_\_\_\_



4. \_\_\_\_



5. \_\_\_\_\_



6. \_\_\_\_\_



7. \_\_\_\_\_

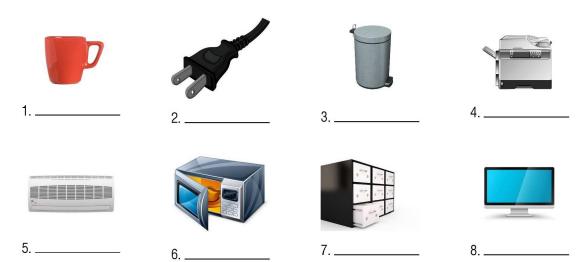


8. \_\_\_\_\_





#### Student B, ask Student A about the objects below.



# 5 Parts of speech

adverb

adjective

### A part of speech is a category of words. Complete the table below with the following words.

noun

part of speech	function	examples
verb	action or state	go, come, be, drive, can, do
	person or thing	man, dog, house, car, England
	describes a noun	English, small, some, dangerous
	describes a verb or adjective	well, badly, very, often, really
	replaces a noun	I, you, he, her, him, they, us
	links a word to a noun	to, on, at, in, over

preposition

pronoun

Cross out one word which does not belong to each list and explain why. Example: boring, funny, intelligence, crazy ('Intelligence' is a noun. The rest are all adjectives.)

- 1. at, in, go, on
- 2. cleanly, easily, badly, early
- 3. sit, get, sleep, eat, food
- 4. boat, bus, car, arrive
- 5. I, you, she, him, my
- 6. love, drink, eat, work





### Student A, use the words below for Exercise 4.

- 1. a mug
- 2. a plug
- 3. a bin
- 4. a photocopier
- 5. an air conditioner
- 6. a microwave
- 7. a filing cabinet
- 8. a monitor



### Student B, use the words below for Exercise 4.

- 1. a printer
- 2. a projector
- 3. a router
- 4. a stapler
- 5. a water cooler
- 6. a whiteboard
- 7. a plant
- 8. a sofa

